

Utility Process Overview

Local Transportation Funding Symposium

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Utility Process Overview

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Utility Process Overview

Utility Manuals & Tools

WisDOT Guide to Utility Coordination (Chapter 17 – LPA)

- ▶ <http://roadwaystandards.dot.wi.gov/standards/util/chapter17.pdf>

WisDOT Facilities Development Manual (FDM Chapter 18)

- ▶ <https://trust.dot.state.wi.us/static/standards/fdm/18-00toc.pdf>

WisDOT FDM 18-15-1 & State Statutes (Utility Rights & Responsibilities)

- ▶ <http://roadwaystandards.dot.wi.gov/standards/fdm/18-15.pdf#fd18-15-1>

23 CFR Part 645 – Utilities

- ▶ <http://www.ecfr.gov/cgi-bin/text-idx?SID=84814d07f08219d463c8ed1770f99b18&node=pt23.1.645&rqn=div5>



Utility Process Overview

DO NOT fall under Administrative Rule Trans 220

- ▶ Use of Trans 220 forms is NOT allowed
 - MC can provide LP Utility Forms upon request
- ▶ LP utility process remains the same (Trans 220 timelines)

Roles and Responsibilities

- ▶ Concept Definition
 - Designer/Sponsor creates initial Utility Contact List
 - Sponsor permit data
 - Site visit
 - Design Consultant, LPA, and MC fill out “Local Project Coordination Task List”
 - Clearly assigns each parties responsibilities and expectations
 - Designer make initial contact with affected utility companies
 - ...If they fail to respond within 10 days after mailing (after all measures are exhausted) contact the MC UTILITY COORDINATOR for assistance.



Utility Process Overview

Utility Coordination (UC) Meetings

- ▶ Should have UC Meetings
 - Operational Planning Meeting (OPM)
 - Plan Submittal to Utility Companies for WORK PLANS
 - Recommend UC Meetings at 60% and 75% Plan Stages (Project Complexity)

Sending Plans to Utility Companies

- ▶ After 60% Plan Review
 - Adequate plan information for Utility Companies to complete WORK PLANS
- ▶ Utility Work Plan Review
 - Designer reviews WORK PLAN(S) to accurately account for:
 - **WHAT** the work is
 - **WHEN** the work will be completed
 - **WHO** will be performing the work (Utility Forces or Contractor)
 - **WHERE** they will be performing work necessary to clear construction



Utility Process Overview

No Response from Utility Companies?

- ▶ **IF** a utility company has NOT returned their work plan by the due date send reminder(s)
 - About 1/2 way through the time line check in with utilities to verify due date
 - Email/phone call and log discussions to confirm plan due date and discuss issues
 - If not getting Utility cooperation, contact the Local Sponsor – Locals have permitting authority

DO NOT:

- ▶ WAIT until the last minute, OR
- ▶ Make a statement in the specials that there are **NO CONFLICTS**, OR
- ▶ Make a statement that “**you did not receive their work plans**”

This is **NOT ACCEPTABLE** and does not meet Sponsor/Designer responsibilities for **PROPER UTILITY COORDINATION**

...If they fail to respond before Draft PS&E (after all measures are exhausted) contact the MC UTILITY COORDINATOR for assistance. A meeting may be in order.



Utility Process Overview

UTILITY FUNDING/COSTS

Compensable utility relocations typically funded 100% by local public agency (LPA)

- ▶ State/Municipal Agreement (SMA) includes TERMS & CONDITIONS regarding utility costs
- ▶ Utility costs are NOT considered real estate costs

COMPENSABLE & NON-COMPENSABLE WORK; PER STATE
STATUTE 893.28(2) & UTILITY GUIDE 11-18



Utility Process Overview

DOCUMENTS TO ACQUIRE UTILITY LAND INTERESTS

Release of Rights Documents

- ▶ **Quit Claim Deed** – used if a utility company is vacating their easement or have no facilities in the easement area at the time of acquiring land
- ▶ **Conveyance of Rights** – used when the utility company relocates within their easement or decides that they do not have to move for THIS project, but will need to release the land interest rights in order to have the new right of way clear of all “clouds” or encumbrances
- ▶ **Temporary Construction Easement** – used when a utility has a land interest right in a Temporary Land Easement located in the project improvement area, where grading above their existing utility may or may not need to move.

The COR and Quit Claim Deeds need to be recorded in the County Register of Deeds Office, however the Temporary Releases are not; they are filed with the project folder.



Utility Process Overview

Utility Status Report (USR)

- ▶ USR (DT1080) shall be completed by the preparer (LPA/designer)
- ▶ All dates & columns are required to be filled in COMPLETELY with necessary information (or a dash line if not pertaining to action/s)
- ▶ DT 1080 instructions in **Utility Guide Chapter 15**
- ▶ LPA certification letter stating proper utility coordination followed
- ▶ LPPM signs USR

PS&E Documents

- ▶ ALL UTILITY DOCUMENTS*/MATERIALS SHALL BE SUBMITTED TO MC TWENTY-EIGHT (28) DAYS PRIOR TO FINAL PS&E (FDM 19-1-1)
- ▶ UTILITY SPECIAL RPVOSIONS based on the utility work plans
- ▶ USR SHALL reflect what is stated in SPECIAL PROVISIONS
- ▶ COPIES OF correspondence to MC that documents and support what is stated in SPECIALS
- ▶ STATUS of any utility interest(s) & copies of those documents
 - Any Release of Rights and/or Agreements not acquired at PS&E must be indicated at bottom of USR with anticipated date of acquisition(s)



Utility Process Overview

MC WILL REVIEW:

- ▶ Submittal materials; utility correspondence, emails, letters, phone logs, to ensure all steps of the utility coordination process have been completed
- ▶ LPA **MUST** approve the WORK PLANS (Permitting by Local Road Authority), plans, plat & utility log prior to USR approval
 - If Work Plan does not coincide with designer specifications, designer must resolve with utility company prior to recommending approval to LPA

***Designer shall provide copy of above to MC for WisDOT project file**



Utility Process Overview

COORDINATION BETWEEN PS&E & CONSTRUCTION

Designer &/or Sponsor will monitor utility activities during this period and report to the MC and address needed addenda

IF utilities state that they will be moving PRIOR/DURING OR NOT AT ALL; this is where documentation of utility commitments becomes a MAJOR factor in settling scheduled activities

UTILITY COORDINATION DURING CONSTRUCTION

MC may assist in matters if a utility conflict can NOT be resolved



Question/Answer Period

Thank You For Listening

